



**Public Relations Assistant
(Public Relations & Marketing Specialist II)**

Richmond, VA

Virginia Department of Health, Office of Emergency Medical Services (Office of EMS) seeks a qualified candidate for this full-time classified position.

Responsibilities: Provide support to its Public Information and Education (PI&E) Unit to execute clear communications, marketing and public affairs programs internal and external to the Office of Emergency Medical Services to include: developing recruitment and retention campaigns and materials for EMS agencies; providing information to health care providers and the public on Virginia's Durable Do Not Resuscitate Program; developing, creating and producing materials and activities that promote the Virginia Annual EMS Symposium; coordinate the Governor's EMS Awards Committee meeting; and, publicize the programs and activities of Virginia's EMS system. Works closely with program managers and others to set priorities and implement actions; may perform other administrative tasks and may represent the Office of EMS at conferences, meetings and seminars.

Skills/Experience: The ideal candidate should possess considerable working knowledge of public communications, marketing and public affairs, public education and customer service. Knowledge of PC based graphics software and related publishing and photographic editing software. Demonstrated capabilities with the Microsoft-Office products including MS-Word, MS-Excel and MS PowerPoint, Adobe Photoshop, PageMaker 7.0 and other related software.

Education: High school graduate or equivalent required. Bachelor Degree in Marketing, Mass Media, Public Affairs, or related field preferred. Previous experience in communications, public affairs and marketing preferred. Experience in Emergency Medical Services desired. An equivalent combination of training & experience may substitute.

Other requirements: A valid driver's license is required. Criminal records/background investigation required.

Salary: Starting pay range \$25,852 – 31,022.

How to Apply: Mail or fax a state application form by 5:00 p.m. by December 10, 2004 to: *VA Department of Health, Office of EMS, Attn: Position # EM012, 109 Governor St., Suite UB-55, Richmond, VA 23219.* Fax (804) 864-7580. Application for Employment (#10-012) may be obtained at any state employment office or downloaded at www.dhrm.state.va.us.
An EQUAL OPPORTUNITY EMPLOYER.